Technical Expertise

Server Software	• Windows 2003/Windows 2008 • VMware ESX 4.X/5.X • VMware vCenter • Active Directory/NDS • SQL Administration	• Exchange 2003/2007 • IIS Web Servers • Disaster Recovery (Arcserve, Acronis) • McAfee EPO
Remote Management Software	• Kaseya	• GoToMeeting
Server Hardware	• HP Proliant Servers • Dell PowerEdge Servers • APC UPS • Cisco ASA • Cisco Routers	• HP Procurve Switches • Cisco Switches • Backup Technologies (Disk to Disk, Tape) • Barracuda email archive
Web Development	• HTML/HTML 5	• CSS
Local Computers	• Windows Imaging • Patch Management • Remote Access	• Encryption • iPad/Tablet integration
Trainer	• Microsoft Office • Mobile Devices	• Microsoft Windows • New-Hire Orientation

Professional Experience

Baker, Peterson & Franklin, CPA LLP   November 1994 to Present

Currently serving as the Network Administrator / IT Manager for one of the largest locally owned accounting firms in the Central Valley. Duties include: Installation, maintenance, and monitoring of Windows 2003/2008 and servers; setting up new users on site and at home; installation of printers and HP print servers; installation of software to local area networks; installation of Windows 7 and program installation for company workstations; basic troubleshooting for firm and outside clients; printer maintenance; Quickbooks and MAS 90 accounting software support and training; responsible for management of 10-plus servers and 50-plus client machines; set up and support remote access for staff audit teams and after-hours tax season personnel; responsible for the supervising and training of one staff member; integral part of the management team that provides budgeting, forecasting, and planning to partner group.

Recent Accomplishments:
- Implementation of paperless environment
- Testing, set up, and support of remote workplace environment for CPA audit teams
- Implementation of File, Terminal, and SQL servers
- Installation and importation of servers to VMware and VCenter servers
- Create new hire computer orientation program
- Provide internship, training, and mentoring for CSUF IS students
- One of the few non-CPAs nominated to the Firm Investment Committee

Advisory Committee of the IT Support Program at Willow International
November 2011 – Present

Co-Chairman, work with professors and Central Valley network/system professionals to provide input for course criteria, participate in biannual meetings, and work with students during mock interviews and mentoring.

EBP HealthPlan Inc.   July 1993 to November 1994

<u>Accounts Payable Clerk</u> for the Western Regional Finance Office of a large managed health care administrator. Duties included: the processing and payment of non-claim-related accounts payable invoices; bank account reconciliation, journal entry processing, creating and maintaining computer spreadsheet for various accounting functions. Also responsible for processing prepaid checks on request for the Western Regional Office and custodian for petty cash. Other duties included: Transportation coordinator for company carpool program, computer systems maintenance.

Education

- Fresno City College
  - Cisco Academy, CCNA + Security 2009- 2010
    - CCNA + Security Certification, September 2010
    - NSA and CNSS 4011 certification for governmental networks
- Fresno City College
  - Cisco CCNA Academy 2006 -2007
    - Certificate of Completion Electrical Systems Technology – Cisco
    - CCNA Certification
- Fresno City College
  - Associates of Arts General Studies 2003